

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request [specific request] ahead of time, as it would greatly assist me in [reason for the request].

I understand the importance of planning, and I appreciate any consideration you can give to this matter.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,  
[Your Name]